

DATE

TRANSMITTAL SLIP

TO:

ROOM NO.

BUILDING

REMARKS:

DDA

26 DEC 1989

EXA

29 DEC 1989

DDA/Registry (File)

ADDA has copy.

FROM:

ROOM NO.

BUILDING

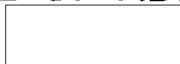
EXTENSION

FORM NO.

DEFINITIONS FORM 26 8



MANAGEMENT STAFF  
DIRECTORATE OF ADMINISTRATION



STAT


26 December 1989

DDA 89-2285

NOTE FOR: DDA  
ADDA  
EXA

SUBJECT: DA Accomplishments and Goals

Rae/Roy:

I noticed on your calendar that you are going to  
meet with the DCI tomorrow on DA accomplishments. I had  
STAT  pull together the attached talking points  
which may be useful.

If you need any additional information, please let  
us know.

STAT



Don

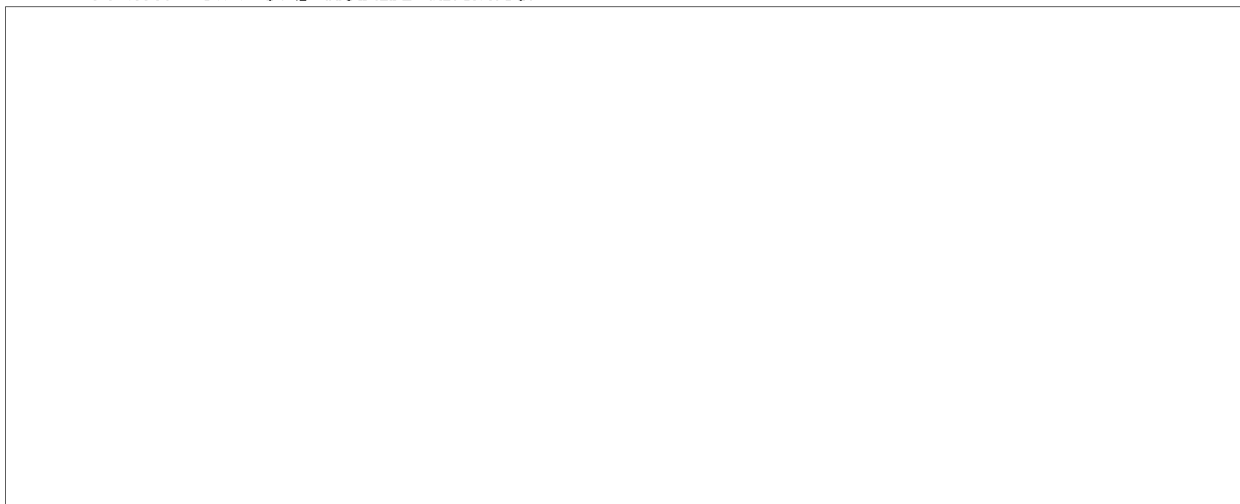
Attach.

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SELECTED DA ACCOMPLISHMENTS FOR FY 1989

- STRATEGIC PLANNING GROUP FOR LONG-RANGE AGENCY INFORMATION SERVICE NEEDS
- MANAGEMENT DATA PROGRAM
- 1993 INFORMATION SYSTEMS ARCHITECTURE FOR CIA (DEVELOPED BY OIT)
- OVERTIME TASK FORCE
- TRANSACTION COST TASK FORCE
- DIRECTORATE-WIDE POSITION REVIEW RESULTING IN REALLOCATION OF 186 POSITIONS
- DA PROGRAM MANAGEMENT REVIEW AND TRAINING PROGRAMS
- TELECOMMUNICATIONS MODERNIZATION



- FINANCIAL MANAGEMENT ACTIVITIES
  - REVAMPED AGENCY'S ANNUAL FINANCIAL REPORT
  - INCREASED VOLUME OF POST-AWARD AUDITS TO [REDACTED] DOUBLE 1988 TOTAL
  - STREAMLINED PROCEDURES TO ENSURE STRICT COMPLIANCE WITH PROMPT PAYMENT ACT
- IMPROVED CUSTOMER SERVICE FOR ADP REQUIREMENTS
  - MORE ON-SITE SUPPORT TEAMS
  - EXPANDED PHYSICALLY CHALLENGED EMPLOYEE RESOURCE INFORMATION CENTER
  - FOUR NEW INFORMATION SERVICE CENTERS

DD/A REGISTRY  
FILE: 0611-10-AR

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- VOICE MAIL EXCHANGE FOR OIT SERVICE DESK CALL ROUTING
- NEW WORKSTATION SERVICE FACILITY, REDUCING REPAIR RESPONSE TIME 20%

-- SPACE ACTIVITIES

- MOVE TO NHB 95% COMPLETE
- BACKFILL PROGRAM: INFRASTRUCTURE IMPROVEMENTS; PROGRESS ON RENOVATING 20% OF OFFICE, EQUIPMENT AREA IN OHB

-- PUBLISHED NEARLY 5,000 INTELLIGENCE PUBLICATIONS/DOCUMENTS

-- INCREASED OVERSEAS AND HEADQUARTERS EMPLOYEE MEDICAL SUPPORT, EDUCATION, AND COUNSELING PROGRAMS

-- PERSONNEL RELATED INITIATIVES

- OPENED LANGLEY CHILDREN'S CENTER
- DEVELOPED FLEXIBLE BENEFITS PROGRAM FOR SENIOR MANAGEMENT REVIEW
- EXPANDED EMPLOYEE ASSISTANCE PROGRAMS: EMERGENCY LEAVE BANK; CASUALTY ASSISTANCE; CAREER TRANSITION CENTER
- ASSUMED RESPONSIBILITY FOR WORKERS COMPENSATION PROGRAM, REDUCED HEALTH INSURANCE CLAIMS INVENTORY BY MORE THAN 85%
- BEGAN CIA'S FIRST MULTI-YEAR AFFIRMATIVE EMPLOYMENT PLAN
- MADE ADVANCES IN MINORITY RECRUITMENT
- PUBLICATION OF FIRST DA SUPERVISOR'S HANDBOOK

-- SECURITY INITIATIVES

- REDUCED STAFF, INDUSTRIAL REINVESTIGATIONS AND POLYGRAPH BACKLOGS
- REDUCED CLEARANCE PROCESSING TIME FOR STAFF APPLICANTS AND CONTRACTORS
- CONTINUED RESEARCH INTO ADVANCED POLYGRAPH TECHNIQUES
- DEVELOPED ADVANCED TSCM, TEMPEST, AND PHYSICAL SECURITY EQUIPMENT
- ENHANCED A/SE, PTPE PROGRAMS

-- TRAINING IMPROVEMENTS

S E C R E T

SELECTED DA GOALS FOR FY 1990

COMPLETE STRATEGIC MANAGEMENT PLAN FOR AGENCY INFORMATION SERVICE NEEDS

CONTINUE MANAGEMENT DATA ACTIVITIES: PURSUE STANDARD SYSTEM DEVELOPMENT  
METHODOLOGY; DEVELOP ADP STRATEGIC PLANNING PROCESS

WORK THE 1993 INFORMATION SYSTEMS ARCHITECTURE INTO OVERALL AGENCY PLANNING,  
PROVIDING TOOLS FOR EVOLUTION FROM CENTRALIZED TO WORK GROUP COMPUTING

EXTEND TELECOMMUNICATIONS MODERNIZATION

25X1

INCORPORATE THE DO CRAFT/DOLPHIN PROGRAMS INTO THE OC INFRASTRUCTURE

CONTINUE ADVANCES IN AUTOMATION OF FINANCIAL TRANSACTIONS AND  
RECORDS MANAGEMENT

25X1

DEVELOP STANDARDS AND PROCEDURES FOR MANAGING CIARDS INVESTMENTS

CONTINUE UPGRADE OF COMPUTER AND COMMUNICATIONS SYSTEMS IN THE WASHINGTON  
METROPOLITAN AREA

COMPLETE OCCUPANCY OF NEW HEADQUARTERS BUILDING

25X1

DEVELOP AN AGENCY SPACE PLAN

25X1

EXPAND EMPLOYEE HEALTH, COUNSELING, AND EDUCATION PROGRAMS, AND MEDICAL  
SUPPORT TO OVERSEAS OPERATIONS

DEVELOP AND MODIFY SPECIAL COMPENSATION AND BENEFIT PACKAGES TO MAKE AGENCY  
MORE ATTRACTIVE TO APPLICANTS

OPEN A PERSONNEL SERVICES CENTER TO PROVIDE EMPLOYEES WITH INFORMATION  
AND COUNSELLING

STRENGTHEN MINORITY RECRUITMENT; REDUCE THE TIME IT TAKES TO PROCESS EEO  
ACTIONS

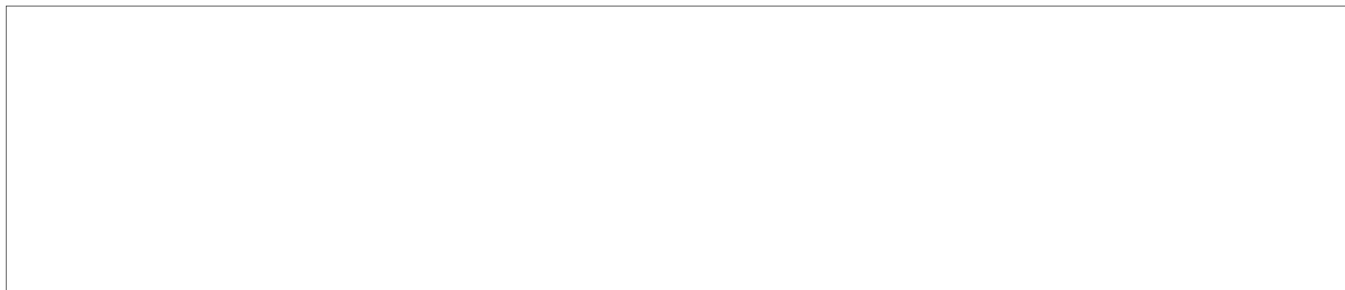
S E C R E T

S E C R E T

CONTINUE TO REDUCE STAFF AND INDUSTRIAL INVESTIGATIONS AND POLYGRAPH  
BACKLOGS

CONTINUE DEVELOPMENT AND IMPLEMENTATION OF AUTOMATED INFORMATION SECURITY  
PROGRAMS

25X1



S E C R E T